

**POLICY NO. 102**

**Area: Academics**

*Original signature on file with  
Administration and Finance*

Date Adopted: June 12, 2014

Certified By: \_\_\_\_\_  
Dr. Cynthia Jackson Hammond  
President, Central State University

Revisions Approved: November 14, 2019

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**Subject: ADMINISTRATIVE WITHDRAWAL FROM COURSES**

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*Effective Immediately*

**INTRODUCTION**

The purpose of this policy is to provide the University a means to withdraw students from course(s) who are unable to implement the withdrawal process on their own volition; or because of ineligibility to be enrolled in a particular course. A dean may initiate this process when it is in the best interest of the University or the student. A recommendation for administrative withdrawal from a course(s) must be approved and signed by the recommending dean and the Vice President to whom the dean reports. Upon approval of the dean and Vice President the recommendation will be submitted to the Registrar for implementation.

Administrative withdrawals may affect students' status as full-time students and thus affect financial aid status, campus housing, student fees, student athlete status, etc.

**STATEMENT OF POLICY**

An administrative withdrawal of a student from a course(s) is based on the following criteria:

- The student through unforeseen circumstances is unable to attend the course or courses and is unable to withdraw from the course or courses, including but not limited to accident or incapacitating illness, incarceration, military deployment; or other event which causes the student to be unable to withdraw.
- The student has not met course prerequisites, co-requisites, or registration restrictions.
- The student has received a criminal trespass order prohibiting their presence on campus.
- The student failed to appear at a scheduled judicial hearing.
- The student has been judicially suspended for the remainder of the semester or longer.

The recommending dean will notify the student in writing upon the dean's approval of the administrative withdrawal process. The Registrar will send an official notification to the student when the process is completed.

## **APPEAL**

Students must appeal in writing and attach supporting documentation (email followed by a hard copy will suffice) within two business days of receipt of the Registrar's notice of withdrawal to the recommending dean. The dean will forward the written appeal to a Vice President other than the one to whom the dean reports. The Vice President will render a decision on the appeal and will notify the student in writing (electronic notification is permissible followed by hard copy) within two business days. Only one level of appeal is allowed so the Vice President's decision is final.